

# Request for Application

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Improving Quality Early Care and Education

Revised  
3/1/2013



All applications must be postmarked by May 15, 2013. Any applications received after this date will not be considered. Written inquiries may be submitted to Amanda Flanary, Governor's Office of Early Childhood, 125 Holmes St., Frankfort, KY 40601

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## Call for Applications

As authorized under KRS 200.700(1), the Governor's Office of Early Childhood (GOEC) is issuing a request for applications from Community Early Childhood Councils (CECCs) to support high quality learning environments, increase parent and family participation, and provide up-to-date and informative data to parents and educators to enhance school readiness for children from birth to age five (5).

These grant monies are established through the KIDS NOW Early Childhood Initiative. The grants awarded through this solicitation are intended to augment existing quality efforts of the KIDS NOW Initiative and better prepare Kentucky families and children for kindergarten. The GOEC will identify the development of innovative approaches to increase school readiness for children as its funding priority for these awards.

## History and Funding

Since taking office in 2008, one of Governor Steven Beshear's top priorities has been early childhood education. Recognizing that Kentucky must better position itself as a competitive force in this knowledge based world, Governor Beshear believes that we must do a better job in preparing our children for a successful start in life. The Governor recognizes that quality early childhood experiences are related to the future economic development of Kentucky just as Governor Paul Patton did in 1999, when he created the first Governor's Early Childhood Task Force.

During the 2000 legislative session, House Bill 706 was unanimously passed in both chambers of the Kentucky Legislature. At that time, it was the most comprehensive package of early childhood legislation in the nation, addressing the needs of the whole child – health care, family assistance, high quality education, and community involvement. In addition, it committed 25% of the Kentucky Tobacco Settlement Fund annually to support early childhood programs.

To ensure the best early care and education for our youngest citizens and to reach the long-term goals set forth by the KIDS NOW Initiative, local communities must take action. One of the strategies identified by the Early Childhood Task Force (1999) to help support this outcome was the creation of state and local partnerships to support services designed to meet the locally identified needs of children and families. This strategy became the foundation for the creation of the Community Early Childhood Councils.

The following decade, the Governor's Office for Early Childhood Development and later the Early Childhood Branch, worked with the Education and Workforce Development Cabinet, Kentucky Department of Education, Cabinet for Health and Family Services, Kentucky Higher Education Assistance Authority, local Community Early Childhood Councils and others, to plan and implement KIDS NOW programs.

In 2009, Governor Beshear established the Governor's Task Force on Early Childhood Development and Education (ECDE). Gov. Beshear directed the 28-member Task Force to promote greater collaboration among providers of services to young children and reliance on accepted early learning standards and assessment, to bring a renewed emphasis to quality at all levels and to determine a common understanding and definition of "school readiness." Additionally, the Task Force was asked to review the current service delivery system to ensure a more effective use of public resources and a successful transition to kindergarten.

The task force made eight recommendations that would serve as an early childhood framework for Kentucky's state agencies, community partners and families to improve early learning experiences and opportunities, helping to ensure school readiness for our children, schools and communities. The task force provided a unified vision for early childhood education and development in the Commonwealth and a plan of action to establish and strengthen collaboration and coordination across the system. Governor Beshear accepted the Task Force recommendations in December of 2010. The following year, Governor Beshear, acting on one of the eight recommendations of the Task Force, issued an Executive Order which created the 26 member Early Childhood Advisory Council (ECAC) and the Governor's Office of Early Childhood and charged them with all of the duties of the KIDS NOW initiative as well as implementation of the ECDE Task Force recommendations.

Among the eight recommendations, the ECAC is required to strengthen and support Community Early Childhood Councils as early childhood leaders in their community. CECCs address the unique needs and strengths of the local community related to early childhood. CECCs were designed to encourage local communities to establish and strengthen relationships, collaboration and coordination between early education and care providers, schools and the community as a whole, involving individuals from a cross-section of the community who can foster efforts to improve outcomes for young children and families. CECCs use new and existing relationships within communities to build and sustain supports for early childhood development and learning. Quality improvements are supported by seed money that may be applied for and disbursed by the ECAC.

## Submission and Timeline

Intent to Apply forms will be available on our website, <http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx>, distributed at the 2013 Annual Institute on March 14 and 15, 2013, or by email at [amandab.flanary@ky.gov](mailto:amandab.flanary@ky.gov). Intent to Apply forms should be received by the GOEC, 125 Holmes St, Frankfort, KY 40601, by **4:00 pm April 15, 2013**. This notification in no way binds a CECC to submit an application

All applications to be considered must be either postmarked or hand delivered to the GOEC **no later than May 15, 2013**. Applications postmarked or hand delivered past this date will not be accepted.

Activity	Date
RFA Publication	3/1/13
Annual Institute	3/14/13 and 3/15/13
Statewide Training	Approx 3/18/13 to 4/30/13
Intent to Apply	4/15/13
RFA Due	5/15/13

## Restrictions and Conditions

This grant opportunity is open only to CECC and council members. This application must be completed as required and submitted to the GOEC with a postmarked date of **no later than May 15, 2013**. All applications postmarked after this date will not be considered.

Phase 1 Tobacco Settlement dollars fully supports the cost of these programs. The amount for which a council is eligible to apply is based on the number of children under the age of 5 in the county, based on the 2010 Census data. See Appendix H for the exact amount for which each council is eligible.

CECCs must identify a governmental entity to serve as the fiscal agent; examples are the local library system, school district, or other governmental agencies. This fiscal agent will serve as the comptroller of awarded funds and be responsible for all budget and reporting requirements. The fiscal agent is the legal applicant and responsible for fiscal and programmatic oversight.

CECCs will receive preliminary notice of award on or around July 1, 2013. The following steps **must occur, in this order, before** the grant awards will be released by the Kentucky Finance and Administration Cabinet.

- 1.) A Memorandum of Agreement (MOA) will be mailed to the fiscal agent that details the contractual agreement between the Commonwealth of Kentucky and the individual CECC.
- 2.) The MOA must be signed by the Chair or fiscal agent of the CECC. The **original signed** copy must then be sent to the GOEC c/o Amanda Flanary 125 Holmes St. Frankfort, KY 40601.
- 3.) Upon receipt, the GOEC will forward a signed original copy of the MOA to the Finance and Administration Cabinet for further review.
- 4.) Once approved and signed by the Finance and Administration Cabinet, the GOEC will receive an “effective date” for award monies.
- 5.) The GOEC will then request CECCs to submit an invoice for the total amount of grant.
- 6.) Once an invoice has been received by this office and approved by the Finance and Administration Cabinet, a check for the total award amount will be mailed to the CECC fiscal agent.

Activities performed prior to the “effective date” of the MOA are not allowable charges. The maximum amount a fiscal agent may use for administrative costs is five percent (5%) of the total amount of the grant award.

CECCs and their fiscal agents are required to submit a year-end report no later than August 31, 2014, that provides details on expenditures, summarizes project activities, and includes indicator data on progress toward achieving outcomes detailed in this application.

A CECC may award mini-grants to local service providers up to 25% of the total grant award. If dollar-for-dollar matching funds are found through local sources, a CECC may spend another ten percent (10%) of award amount toward mini-grants for a total of thirty-five percent (35%) of total amount awarded. If matching funds are used to leverage additional mini-grants, a commitment letter from the funder must be included in the application.

For example, if DeKalb County is granted \$10,000 in this grant cycle:

- DeKalb County CECC may use \$2,500 toward mini grants ( $\$10,000 \times 25\% = \$2,500$ )
- DeKalb County is able to find community leaders to donate \$1,000 to the CECC to better fund their work. ( $\$10,000 \times 10\% = \$1,000$ )
- The CECC can now include another \$1,000 from their grant into the mini grant amount to award to community partners. (\$4500 total mini-grants using \$3500 from the CECC grant.)

The CECC should utilize mini-grants strategically to promote School Readiness in the community. This could include professional development strategies, training and assessment tools, and encouragement of STARS participation.

If multiple applications are received for overlapping geographic areas, all applications received for these areas will be disqualified.

In accordance with KRS 200.707(2) “members shall serve on a community early childhood council on a voluntary basis and receive no compensation or expense reimbursement for their service.”

Any unexpended funds as of the close of the fiscal year, June 30, 2014, must be returned to the GOEC. Checks should be made payable to Todd Hollenbach, Kentucky State Treasurer.

The GOEC reserves the right to cancel the selection process at any time for any reason. Funding is contingent upon the availability of Phase 1 Tobacco Settlement monies.

## Use of Funds

Funds must be used to supplement, not supplant other funds. CECCs can, and are encouraged to, seek out additional funding sources and in-kind donations within their community to maximize the impact of the activities the council chooses and prepare children for kindergarten.

### **Mandatory CECC Requirements:**

CECCs are required to send two (2) CECC members to the Annual CECC Institute, one of which must be the chair or fiscal agent.

CECCs are also strongly encouraged to attend at least six (6) of the monthly webinar trainings hosted by the GOEC.

CECCs must retain no less than 7 members and must demonstrate active participation and collaboration from all of the following required groups within the service area: 1) Child Care 2) all Head Starts and/or Early Head Starts and 3) all Local School District(s).

As described in KRS 200.707, CECCs must include a “signed statement from each member of the CECC certifying that no program, agency, or individual that may receive part of an award would constitute a conflict of interest under KRS Chapter 11A for the council member. Issues concerning conflicts of interest shall be submitted to the Executive Branch Ethics Commission for resolution.” A sample statement can be found in Appendix C.

**Allowable use of funds:**

CECCs are encouraged to be innovative with awarded funds. The following recommendations are to be used as guidelines for programs, but CECCs should be creative and collaborative when determining funded projects.

- Build community partnerships to ensure sustainability of the CECC.
- Raise awareness of School Readiness throughout the community.
- Encourage community and family engagement in preparing children for kindergarten.
- Supporting effective training opportunities for early care and education providers.
- Increase early care and education programs participation in STARS for KIDS NOW. \*
- Printing documents for distribution, such as the school readiness definition, resource brochures, and documents from the Building a Strong Foundation for School Success series
- Establish and maintain effective web applications and/or an online presence.

\*NOTE: STARS for KIDS NOW participation definition can be found <http://chfs.ky.gov/dcbs/dcc/stars/>.

**Restrictions on use of funds:**

Funds may not be used for the following:

- Capital expenses such as major equipment purchases (e.g., computers, televisions, digital cameras, etc.)
- DVD or Blu-Ray videos for children's viewing
- Consumable supplies such as paper, pens/pencils, or staples
- Major building construction or facility remodeling
- Purchase of food or refreshments

**General Requirements**

In Kentucky, School Readiness is defined as *“each child enters school ready to engage in and benefit from early learning experiences that best promote the child’s early success”*. Families, early care and education providers, school staff, and community partners must work together to provide the environments and developmental experiences that promote growth and learning to ensure that all children in Kentucky enter school eager and excited to learn.

Based on the recommendations from the Governor’s Task Force on Early Childhood Development and Education, the Governor’s Office of Early Childhood and the Early Childhood Advisory Council (ECAC) have established five developmental areas for School Readiness. These areas are:

- Approaches to learning



- Social and emotional development
- Healthy and physical well being
- Cognitive and general knowledge
- Language and communication development

The primary goal of all CECCs should be to build innovative and collaborative partnerships that promote School Readiness for children and families, while keeping these developmental areas in mind. CECCs have a long history of success at supporting School Readiness by responding to the unique needs of their own communities.

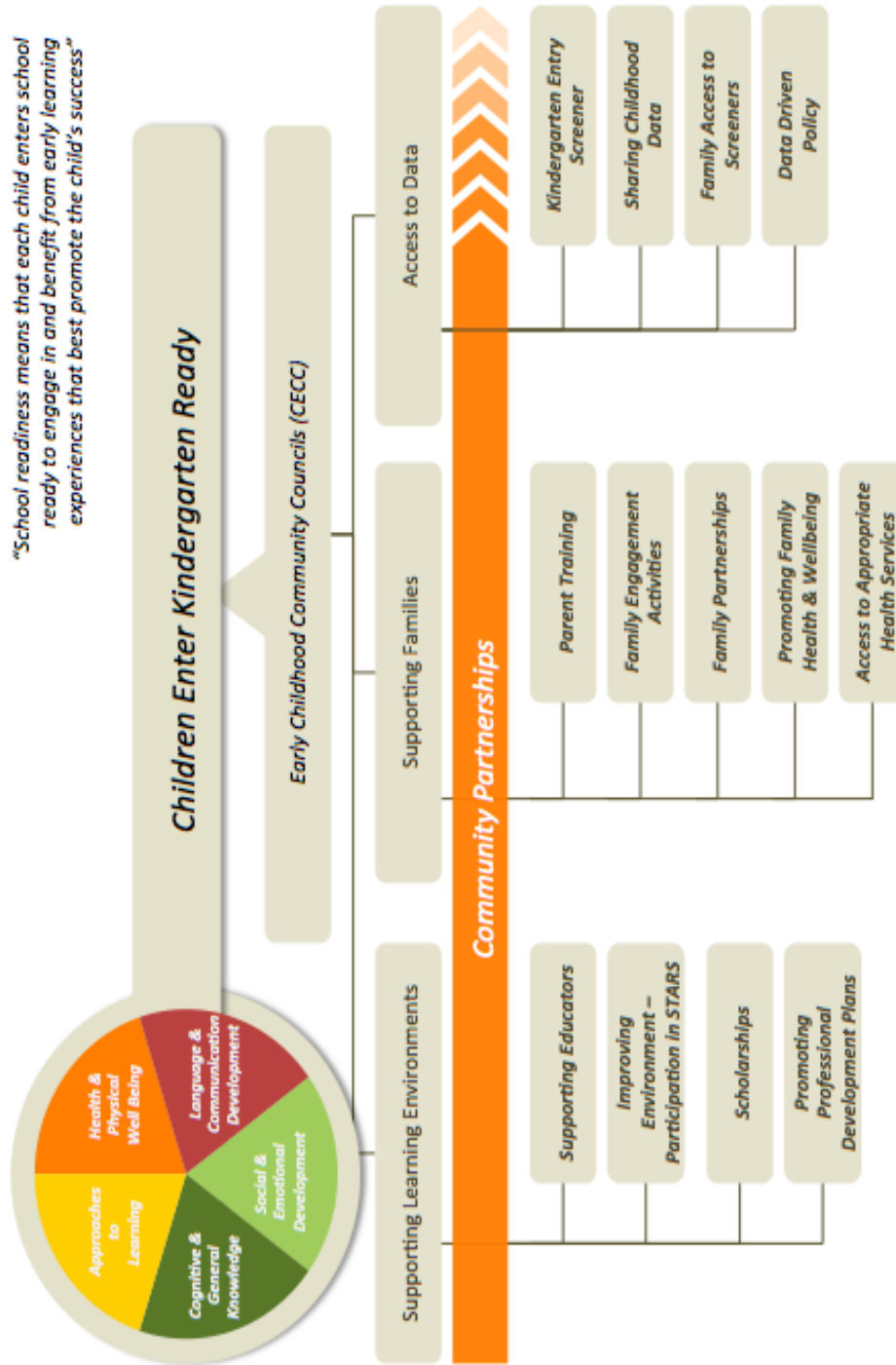
Applicants should prepare a detailed description of how their CECC will address the following general requirements as it relates to school readiness.

**Supporting School Readiness** – Applicants should demonstrate how the CECC will leverage collaborative relationships within the community to promote School Readiness by designing and implementing innovative and effective activities. Applicants should describe how proposed activities will support School Readiness in at least one of the following strategies established by the Early Childhood Advisory Council:

1. **Supporting High Quality Learning Environments** – Applicants should include a detailed description of how the CECC will support high quality early learning environments, at both in home and in organized settings. Applicants should explain how proposed activities will support the improvements of quality in early learning environments.
2. **Engaging Families** – Increased parent and family participation in a child's education leads to future success. Applicants should explain, in detail, how the proposed activities will support families and increase the parental understanding of a child's development as children prepare for school.
3. **Providing Access to Data** – Improving parental and educational access to data regarding a community's children will allow educators the ability to tailor educational strategies to the children and families in their community, as well as the opportunity to gauge where a child may require more assistance. Applicants should detail a plan to share the Early Childhood Profile among local interest groups to improve School Readiness.

The following chart illustrates how CECCs should leverage community collaborations to develop and implement activities in one of the three above domains to prepare children and families for school and future success and align with the Kentucky Early Learning Standards.

"School readiness means that each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success"



**Demonstrating Improved Outcomes** –Utilizing the Early Childhood Profile(s), CECCs should identify areas of need within the community. Based on the established needs, the applicant(s) should recognize activities and programs that will address this need and compile a work plan to successfully implement programs. Successful applicants will clearly demonstrate the following:

- Why was the outcome(s) selected?
- How will the outcome(s) be measured?
- How does the Early Childhood Profile support the activities in the work plan?
- How will activities impact the outcome(s) established?
- How will planned activities support School Readiness?

**Promote Community Collaborations** – Applicants should describe how they plan to ensure that key members of their community are active participants in the CECC. Active participation is defined as having an observable and measurable role in at least one CECC proposed activity. Applications should also detail additional partnerships needed to achieve council goals. Demonstrations of collaborative partnerships within this application must include letters of commitment from these required members: a local childcare entity, all Head Start(s) and/or Early Head Start(s), and all local school district(s).

## Application Components

Applications must include all the components listed below. These components are

### Cover Page

The cover page should include the name of both the CECC Chair and the CECC fiscal agent, the name of the CECC, the date submitted, total page number, total number membership, and, if the CECC is multi county, the counties represented by the application.

### Project Summary

The project summary should provide a brief description (100 words or less) of your outcome(s) and related activities. It should include a statement of how your proposed activities will lead to greater School Readiness for children in your community. Please note, these summaries will be used by the GOEC to describe the work of individual councils, so please be as descriptive as possible.

### **Summary of Previous Activities\***

Applicants should provide a narrative of activities from previous years. This narrative should include the elements below. Applicants should also indicate funding levels from previous year activities. In particular, applicants should note activities that were implemented during previous years in which the council was unfunded with these grant monies. All applicants must provide, in narrative style, a description including the following information:

- Explain, in detail, what was learned by the CECC; i.e., how strategies were changed or strengthened and/or how and why the projects or activities were repeated or rejected.
- Summarize previous CECC activities and/or projects for the past 3 to 5 years.
- Identify the outcomes addressed in the previous projects
- Demonstrate progress toward achievement of these outcomes

\*Not applicable for new or re-established CECCs.

### **Community Needs**

Utilizing the Early Childhood Profile for each county in a service area, the School Readiness domains, and other data sources, CECCs should easily identify where the community has strengths and opportunities to grow. In narrative style, successful applicants will thoughtfully review and analyze data to provide rationale for the Strategic Plan.

### **Strategic Plan**

Once the Community Needs have been established, applicants should determine the outcomes that would best serve the community in ensuring School Readiness. Based on these outcomes, CECCs should propose activities and strategies that will support and strengthen community achievement. Successful applicants will clearly explain how School Readiness, the chosen outcomes, and the activity(s) work together to ensure children are eager and ready to learn.

The applicant should plainly detail a plan to ensure proposed activities are successful, which would include, but is not limited to, the following criteria:

1. How outcomes will be measured
2. Target populations and how those populations relate to School Readiness domains
3. Timeline, with steps, tasks, goals, and due dates, needed to ensure the success of each activity
4. Community partners, parent volunteers, or other volunteer possibilities utilized to ensure success

### Communication Plan

The GOEC will provide CECCs with a monthly communication toolkit that will present a strong unified message to the local community, business/elected leaders, and local media outlets. These toolkits will include information about current issues, parental/educational best practices, area developments, and other useful information. Applicants should detail the capacity of the CECC and its members to broadcast this message throughout the community.

Applicants must submit a one to two page Communication Plan that details their council and membership community outreach efforts and how the toolkit will be utilized. Include all web based applications that your council and council members plan to use, such as Facebook and Twitter. Detail relationships with local media sources, local business and community leaders, and elected officials. If the CECC has developed a website, explain what content is available and include the web address. Finally, include community messaging accessibility; number of emails/addresses the CECC has access to, how many emails are sent and how often, what is the target audience, and what is the expected growth of your communication outreach in the next year. **If a CECC does not have an online presence and local media or community leader contacts**, please create a plan to broadcast messages provided by our office and report back the data regarding who has received the message, including the details above.

### Budget Narrative and Budget

Applicants should complete the Budget Narrative and Budget Template located at <http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx/rfatoolkit>. See Appendix E and F for sample Budget templates.

## Required Components

All of the following components must be received by the GOEC with the application. If an application is received and missing part or all of the components, the application will be deemed incomplete, and the applicant will be asked to resubmit the application.

### Members List

CECCs should provide the GOEC with a complete list of its members, including organizations/entities each member represents and contact information, including email address and phone number. Please clearly identify the members that fulfill the required representatives on your CECC; i.e., Child Care, Head Start and/or Early Head Start, and the local school district.

### Letters of Commitment

Applicants should also provide letters of commitment from the **required** community interest groups: Child Care, all Head Start(s) and/or Early Head Start(s), and all local school district(s). These letters should demonstrate each group's commitment to collaboration and support of School Readiness.

### Conflict of Interest

Include a signed conflict of interest letter as described in KRS 200.707 as outlined under Mandatory CECC Requirements of this document. Each CECC member must sign and date the letter then submit all letters to GOEC. An example of the statement can be found in Appendix C.

## Submission of application

All applications should be post marked to the GOEC c/o Amanda Flanary 125 Holmes St. Frankfort KY 40601, no later than **May 15, 2013**. Applications received post marked after this date will be deemed non-responsive. All applications must be mailed or hand delivered. Please label the original, each copy, and the CD or USB drive with the CECC name clearly located on each document.

The following must be submitted to the GOEC:

1. One (1) original copy with original signatures in ink. The signature of the council chair and the fiscal agent must be notarized with a raised seal. A designee's signature will not be accepted without prior approval from Terry Tolan, Executive Director GOEC.
2. Four (4) copies of the original, including all appendix items.
3. One (1) CD or USB drive containing the exact original, including all appendix items.

Hand delivered applications will be accepted. A photo ID is required in the visitors lobby for entrance.

The applicant is responsible for ensuring all pages of the application are submitted in both the original application and the copies.

Applications will not be opened prior to the deadline, **May 15, 2013**.

Within ten (10) business days of May 15, 2013, GOEC will provide notification of receipt of the application to the program contacts identified on the application cover. Applicants that have not received a notice from the GOEC within ten (10)

business days of sending their application are responsible for contacting the GOEC to confirm receipt of application.

## Formatting requirements

The application should not exceed twenty (20) pages. The page limit does not include the cover page, budget pages, and/or required forms within the RFA or appendices. All pages must be single sided. Text must be in Times New Roman or Arial 12 point font and be double-spaced. Do not use condensed or narrow versions. Text contained within charts/graphs may be single spaced; however, they should not be used excessively. The applications should have side, top, and bottom margins of one (1) inch. The original and all copies should be secured only using clips or staples. Do not bind them or place them in notebooks. It is the responsibility of the applicant to ensure all pages of the original are also included in all copies.

## **Request for Application**

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### **Governor's Office of Early Childhood**

#### **Appendix A - RFA Checklist**

Applicants should ensure that all the following components are included with the CECC funding opportunity. Applications missing any component will not be considered and the applicant will be asked to resubmit.

- ✓ Contact information for the Fiscal Agent, along with Federal and State Tax Identification Numbers
  - ✓ Application Cover Page with Notary Seal
  - ✓ Project Summary
  - ✓ Summary of Previous Activities
  - ✓ Strategic Plan
    - List of target populations, goals, and community partners utilized
    - Timeline for proposed activities
  - ✓ Budget Narrative and Budget
  - ✓ Members List with required members identified, with name, phone number, email, and organization represented
  - ✓ Letters of Commitment from three required community partners
  - ✓ Communication Plan
  - ✓ Conflict of Interest form for each member of Council
  - ✓ Original copy and all required copies of document
  - ✓ CD or USB with application, required components, Conflict of Interest statements and Letters of Commitment
- 

#### **CECC Funding Application**

**Application Deadline: Tuesday May 15, 2013**

Applications received after this date will not be considered

**Send your complete application and documentation to:**

**Amanda Flanary  
Governor's Office of Early Childhood  
125 Holmes St., 3<sup>rd</sup> Floor  
Frankfort, KY 40601**

For questions or comments contact Amanda Flanary at [amandab.flanary@ky.gov](mailto:amandab.flanary@ky.gov)



## Request for Application

### Governor's Office of Early Childhood

#### Appendix B – Cover Page

Council Name: \_\_\_\_\_

Total Pages: \_\_\_\_\_

Counties Served: \_\_\_\_\_

Total Membership: \_\_\_\_\_

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**Chair Information**

Chair Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Fiscal Agent**

Fiscal Agent Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Tax ID (Federal): \_\_\_\_\_ Tax ID (State): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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The undersigned agree to ensure the funds awarded by this grant will be used to complete the plans outlined in this application and achieve School Readiness for children in the service area.

\_\_\_\_\_  
**Community Early Childhood Council Chair**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Community Early Childhood Council Fiscal Agent**

Date: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires on: \_\_\_\_\_

Notary Seal

## Request for Application

### Governor's Office of Early Childhood

#### Appendix C – Conflict of Interest Statement

I, the undersigned, acknowledge and confirm that in carrying out my duties as a director, officer or member of The Governor's Office of Early Childhood Community Early Childhood Council (CECC), a non-profit organization, I am charged with a duty of loyalty and fiduciary accountability to the CECC. To this end, I acknowledge my responsibilities to act in the course of my duties solely in the best interest of the CECC, without consideration of the interests of any other person or organization and to refrain from taking part in any transaction where I do not believe in good faith that I can with undivided loyalty to the CECC.

I shall disclose to the Council any potential conflict of interest I may have from time to time, including the identification of any material, financial or other beneficial interest held by me or by my immediate family in organizations engaged in the same business or services as the CECC or engaged in the delivery of products or services to the CECC. I shall also disclose any transaction with the CECC which would result in any benefit to me, my immediate family, or any organization in which I have a material financial or other beneficial interest or involvement, and I shall refrain from participation in any action on such matters, except to the extent permitted by the Conflict of Interest Policy.

I shall not disclose or exploit for any personal advantage, or for the advantage of any other organization in which I have an interest or involvement, any confidential information acquired by me regarding CECC business activities or plans. Further, I will abstain from CECC votes impacting organizations in which I have interest or involvement.

Pursuant to the above, I hereby report that I have an interest or involvement as an owner, partner, director, trustee, officer, employee, or agent of, or that I or my spouse, parents, children, or spouses of children, brothers or sister, or spouses of brothers or sister or any combination of them, have a material financial interest (greater than 5% ownership) or any other beneficial interest in:

1. The following organizations engaged in the same or substantially similar businesses or services as the Community Early Childhood Council.

a. Name:

Interest or Involvement

b. Name:

Interest or Involvement

2. The following organizations engaged in the delivery of products or services to the corporation:

c. Name:

Interest or Involvement

d. Name:

Interest or Involvement

I assume the duty of notifying the Community Early Childhood Council, in writing, of any changes in or additions to the information disclosed in this Disclosure Statement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Request for Application

### Governor's Office of Early Childhood

#### APPENDIX D – Evaluation of Application

Independent reviewers with content expertise will review and score applications. Reviewers may include Child Care Resource and Referral staff, early childhood specialists, higher education faculty, and other qualified individuals. Reviewers will score and provide comments to the Early Childhood Advisory Council, which will be used to determine award recipients.

Applications will be evaluated according to the extent that they meet the following criteria.

CRITERIA	MAXIMUM POINTS
<b>REQUIRED COMPONENTS</b>	
Applicants must include ALL of the following to be considered: <ul style="list-style-type: none"> <li>Summary of Previous Activities (if applicable)</li> <li>Signed and notarized Cover Page</li> <li>Members list that includes name, phone number, email address, and organization represented</li> <li>Letters of Commitment from required interest groups</li> <li>Signed Conflict of Interest Statements from each member</li> </ul>	Included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0
<b>COMMUNITY NEEDS</b>	
Applicants should clearly: <ul style="list-style-type: none"> <li>Show strategic use of Early Childhood Profile in identifying achievable outcomes</li> <li>Identify community strengths and weaknesses</li> <li>Thoughtfully analyzes data to provide rationale for Strategic Plan</li> </ul>	10  10 10
	30
<b>STRATEGIC PLAN</b>	
Applicant should clearly: <ul style="list-style-type: none"> <li>Identifies achievable outcomes based on data review and analysis</li> <li>Demonstrates how outcome(s) will lead to School Readiness</li> <li>Indicates how proposed activity(s) will lead to successful outcomes</li> <li>Clear collaboration between CECC and Community partners</li> <li>Explain and detail plan to ensure proposed activity(s) is/are successful</li> </ul>	10 10 10 10 10
	50
<b>COMMUNICATION PLAN</b>	
Applicant should clearly: <ul style="list-style-type: none"> <li>Detail plan to broadcast messaging toolkit provided by GOEC</li> <li>If applicable, lists current web applications CECC utilizes</li> <li>Describe messaging outreach abilities</li> </ul>	
	5
<b>BUDGET NARRATIVE AND BUDGET</b>	
The budget should reflect: <ul style="list-style-type: none"> <li>Used provided templates with categories on website <a href="http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx/rfatoolkit">http://kidsnow.ky.gov/Mobilizing-Communities/Pages/RFA-Toolkit-.aspx/rfatoolkit</a></li> <li>Reasonable fiscal resources to support implementation of the plan, including cost of proposed activities</li> <li>Leveraging of other community resources , either through monetary or in-kind contributions, to further outcomes</li> </ul>	5 5 5
	15
<b>TOTAL POINTS</b>	<b>100</b>

## Request for Application

### Governor's Office of Early Childhood

#### APPENDIX E – Budget Narrative

<b>BUDGET ITEM</b> – Describe purpose of budget items below. Please outline the who, what, when, and where of each expenditure.	<b>Amount Requested</b>	<b>In-Kind/Match (Optional)</b>
<b>1. Personnel/Fringe Benefits</b> - Part time staff and/or consultant costs		
<b>2. Travel</b> – Estimated cost of two members attending CECC Institute		
<b>3. Supplies/Material/Equipment</b> – All expected materials needed to ensure project success		
<b>4. Stipends/Mini-Grants</b> – Amount expected for stipends for continuing education of early childhood educators or other programs. Anticipated use of mini-grants in community, including additional funds raised		
<b>5. Administrative</b> – No more than 5% charged for administrative duties		
<b>6. Other</b> – Any other anticipated expenditures		

## Request for Application

### APPENDIX F – Sample Budget Template

### Governor's Office of Early Childhood

#### **CECC Annual Budget**

<b>Total Requested Amount</b>	\$
<b>Additional Revenue</b>	\$

<b>Expense</b>	<b>Description</b>	<b>Amount Requested</b>	<b>In/Kind Match</b>
Example	This is an example of how data should be entered into the template	\$3,000.00	\$2,000
<b>Personnel/Fringe Benefits</b>	(Hourly/daily rate) x (# of hours/days cost) <b>and/or</b> Total amount of consultant's fees	\$0.00	\$0.00
<b>Travel</b>	Total estimated expenditures	\$0.00	\$0.00
<b>Supplies/Material/Equipment</b>	Estimated number and cost of items	\$0.00	\$0.00
<b>Stipends and Mini-Grants</b>	Mini-grants 25% of total requested amount +10% additional if matching funds found <b>and/or</b> Total amount for stipends	\$0.00	\$0.00
<b>Administrative</b>	Limited to 5% of requested amount	\$0.00	\$0.00
<b>Other</b>		\$0.00	\$0.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>

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### Governor's Office of Early Childhood

#### Appendix H- Maximum Award Amount by County

Amounts subject to change according to availability of funds.

<i>County</i>	<i>0-5 Population 2006-2010</i>	<i>Maximum Award Amount</i>
Adair County, Kentucky	1,113	\$ 8,900.00
Allen County, Kentucky	1,314	\$ 10,500.00
Anderson County, Kentucky	1,389	\$ 11,100.00
Ballard County, Kentucky	455	\$ 7,000.00
Barren County, Kentucky	2,692	\$ 20,000.00
Bath County, Kentucky	795	\$ 7,000.00
Bell County, Kentucky	1,705	\$ 13,600.00
Boone County, Kentucky	8,828	\$ 25,000.00
Bourbon County, Kentucky	1,207	\$ 9,700.00
Boyd County, Kentucky	2,920	\$ 20,000.00
Boyle County, Kentucky	1,594	\$ 12,800.00
Bracken County, Kentucky	572	\$ 7,000.00
Breathitt County, Kentucky	861	\$ 7,000.00
Breckinridge County, Kentucky	1,232	\$ 9,900.00
Bullitt County, Kentucky	4,542	\$ 20,000.00
Butler County, Kentucky	782	\$ 7,000.00
Caldwell County, Kentucky	762	\$ 7,000.00
Calloway County, Kentucky	1,890	\$ 15,100.00
Campbell County, Kentucky	5,417	\$ 25,000.00
Carlisle County, Kentucky	299	\$ 7,000.00
Carroll County, Kentucky	695	\$ 7,000.00
Carter County, Kentucky	1,681	\$ 13,400.00
Casey County, Kentucky	991	\$ 7,900.00
Christian County, Kentucky	6,796	\$ 25,000.00
Clark County, Kentucky	2,253	\$ 18,000.00
Clay County, Kentucky	1,272	\$ 10,200.00
Clinton County, Kentucky	602	\$ 7,000.00
Crittenden County, Kentucky	601	\$ 7,000.00
Cumberland County, Kentucky	415	\$ 7,000.00
Daviess County, Kentucky	6,588	\$ 25,000.00
Edmonson County, Kentucky	658	\$ 7,000.00
Elliott County, Kentucky	438	\$ 7,000.00
Estill County, Kentucky	888	\$ 7,100.00
Fayette County, Kentucky	18,533	\$ 35,000.00
Fleming County, Kentucky	914	\$ 7,300.00
Floyd County, Kentucky	2,506	\$ 20,000.00
Franklin County, Kentucky	2,996	\$ 20,000.00
Fulton County, Kentucky	401	\$ 7,000.00
Gallatin County, Kentucky	599	\$ 7,000.00
Garrard County, Kentucky	999	\$ 8,000.00
Grant County, Kentucky	1,882	\$ 15,100.00
Graves County, Kentucky	2,416	\$ 19,300.00
Grayson County, Kentucky	1,766	\$ 14,100.00
Green County, Kentucky	653	\$ 7,000.00
Greenup County, Kentucky	2,182	\$ 17,500.00
Hancock County, Kentucky	561	\$ 7,000.00
Hardin County, Kentucky	7,339	\$ 25,000.00
Harlan County, Kentucky	1,875	\$ 15,000.00

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### Governor's Office of Early Childhood

<b>County</b>	<b>0-5 Population 2006-2010</b>	<b>Maximum Award Amount</b>
Harrison County, Kentucky	1,155	\$ 9,200.00
Hart County, Kentucky	1,167	\$ 9,300.00
Henderson County, Kentucky	3,095	\$ 20,000.00
Henry County, Kentucky	962	\$ 7,700.00
Hickman County, Kentucky	276	\$ 7,000.00
Hopkins County, Kentucky	2,978	\$ 20,000.00
Jackson County, Kentucky	845	\$ 7,000.00
Jefferson County, Kentucky	47,702	\$ 50,000.00
Jessamine County, Kentucky	3,307	\$ 20,000.00
Johnson County, Kentucky	1,522	\$ 12,200.00
Kenton County, Kentucky	11,378	\$ 35,000.00
Knott County, Kentucky	948	\$ 7,600.00
Knox County, Kentucky	2,184	\$ 17,500.00
Larue County, Kentucky	789	\$ 7,000.00
Laurel County, Kentucky	3,869	\$ 20,000.00
Lawrence County, Kentucky	1,133	\$ 9,100.00
Lee County, Kentucky	366	\$ 7,000.00
Leslie County, Kentucky	696	\$ 7,000.00
Letcher County, Kentucky	1,515	\$ 12,100.00
Lewis County, Kentucky	851	\$ 7,000.00
Lincoln County, Kentucky	1,623	\$ 13,000.00
Livingston County, Kentucky	492	\$ 7,000.00
Logan County, Kentucky	1,769	\$ 14,200.00
Lyon County, Kentucky	330	\$ 7,000.00
Madison County, Kentucky	5,188	\$ 25,000.00
Magoffin County, Kentucky	556	\$ 7,000.00
Marion County, Kentucky	1,340	\$ 10,700.00
Marshall County, Kentucky	1,784	\$ 14,300.00
Martin County, Kentucky	751	\$ 7,000.00
Mason County, Kentucky	1,230	\$ 9,800.00
McCracken County, Kentucky	3,961	\$ 20,000.00
McCreary County, Kentucky	1,209	\$ 9,700.00
McLean County, Kentucky	609	\$ 7,000.00
Meade County, Kentucky	2,048	\$ 16,400.00
Menifee County, Kentucky	335	\$ 7,000.00
Mercer County, Kentucky	1,413	\$ 11,300.00
Metcalfe County, Kentucky	636	\$ 7,000.00
Monroe County, Kentucky	615	\$ 7,000.00
Montgomery County, Kentucky	1,758	\$ 14,100.00
Morgan County, Kentucky	757	\$ 7,000.00
Muhlenberg County, Kentucky	1,792	\$ 14,300.00
Nelson County, Kentucky	2,969	\$ 20,000.00
Nicholas County, Kentucky	463	\$ 7,000.00
Ohio County, Kentucky	1,763	\$ 14,100.00
Oldham County, Kentucky	3,503	\$ 20,000.00
Owen County, Kentucky	713	\$ 7,000.00
Owsley County, Kentucky	222	\$ 7,000.00
Pendleton County, Kentucky	972	\$ 7,800.00
Perry County, Kentucky	1,661	\$ 13,300.00
Pike County, Kentucky	3,907	\$ 20,000.00

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### Governor's Office of Early Childhood

<b>County</b>	<b>0-5 Population 2006-2010</b>	<b>Maximum Award Amount</b>
Powell County, Kentucky	882	\$ 7,100.00
Pulaski County, Kentucky	3,752	\$ 20,000.00
Robertson County, Kentucky	180	\$ 7,000.00
Rockcastle County, Kentucky	973	\$ 7,800.00
Rowan County, Kentucky	1,362	\$ 10,900.00
Russell County, Kentucky	1,011	\$ 8,100.00
Scott County, Kentucky	3,437	\$ 20,000.00
Shelby County, Kentucky	2,787	\$ 20,000.00
Simpson County, Kentucky	1,121	\$ 9,000.00
Spencer County, Kentucky	1,135	\$ 9,100.00
Taylor County, Kentucky	1,444	\$ 11,600.00
Todd County, Kentucky	1,012	\$ 8,100.00
Trigg County, Kentucky	789	\$ 7,000.00
Trimble County, Kentucky	545	\$ 7,000.00
Union County, Kentucky	933	\$ 7,500.00
Warren County, Kentucky	7,060	\$ 25,000.00
Washington County, Kentucky	669	\$ 7,000.00
Wayne County, Kentucky	1,163	\$ 9,300.00
Webster County, Kentucky	866	\$ 7,000.00
Whitley County, Kentucky	2,208	\$ 17,700.00
Wolfe County, Kentucky	521	\$ 7,000.00
Woodford County, Kentucky	1,475	\$ 11,800.00

Source: 2006-2010 American Community Survey 5-Year Estimates